

## CPS703 – Microsoft Enterprise Project Management 2007

### Course Summary:

Successful completion of this course will enable Project Managers to use Microsoft Office Project Professional 2007 effectively with Project Server 2007.

The course will cover these essential topics, enabling the delegate to understand:

- Connecting Project Professional to Project Server
- Resource Management
- Collaboration
- Microsoft Office Project Web Access 2007 (PWA)
- Viewing Projects and Resource Information in PWA
- Using the Data Analysis
- Status Reports
- Exporting Information
- Proposals, Activities and Resource Plans
- Tasks
- Timesheets
- Using Project Workspaces - Risks, Issues and Documents

### Delegate Profile

Delegates include Programme or Project Managers, Line Managers, Team Leaders or Planners who need to manage plans within the Enterprise Project Management Solution.

### What are the Pre-requisites?

Experience using a Windows operating system and Internet Explorer. Delegates should also have attended CPS 701 or have experience of creating schedules, assigning resources and tracking project progress with Microsoft Project.

### What you will learn

At the end of the course you will understand how to use the collaborative functions of Project Professional 2007 including Team Builder and Publishing and how to update plans from Timesheets. You will understand the additional capabilities of Project Web Access 2007, including Data Analysis, Status Reports and Document and Issue management in Project Workspaces.

Course Code	Course Dates	Times	Length of Course	Venue
CPS 703	Call or view online	9.30am – 4.30pm	1 Day	

### Do I need to bring anything?

Note taking materials will be provided.